



# TRANSFER/SHIFT CHANGES

## Directive 4-110

Date of Issue: July 2013    Amends/Cancels: N/A

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### I. PURPOSE

The purpose of this Directive is to establish a written policy governing transfers and shift changes.

### II. POLICY STATEMENT

It is the policy of the Department of General Services Maryland Capitol Police (DGS-MCP) to attempt to accommodate all reasonable requests for shift changes and transfers. It is understood the needs of the agency supersede the preferences of the individual officer with respect to duty shifts and the location of the assignment. The deployment of employees must be planned and implemented in a manner that best enables DGS-MCP to meet its goals and obligations.

### III. PROCEDURES

#### A. Authority

1. The Chief of Police has sole discretion and authority *to detail a police officer* to a different detachment, facility or other site for any reason considered being necessary to meet operational needs.
2. Detachment Commanders have the authority to assign employees to shifts, locations, and posts considered being necessary to meet operational needs.

#### B. Procedures for Submitting Requests

1. Employees requesting a transfer to another Detachment will forward a Form 6 (transfer request) to the Chief of Police via the chain of command. The employee may include the reasons for the request and should indicate whether or not a change of shift would be acceptable in achieving the desired transfer. If the officer does not state which shift would be acceptable, it will be assumed that any shift assignment would be acceptable.
2. Employees requesting a change of shift will forward a Form 6 to the Chief of Police via the chain of command. The employee may include the reasons for the requested shift change.
3. A maximum of two requests for shifts changes and transfers will be kept on file for each employee.
4. If an employee wishes to rescind a shift change or transfer, a Form 13 must be submitted detailing the desired request. This memorandum will be titled "Rescind Request for Transfer/Shift Change" and include a copy of the original request.

5. All transfers and assignments remain in force until such a time as the as the Chief of Police issues a new transfer or a re-assignment order. The employee seeking the change should update all requests for transfers and shift changes annually.
6. Transfer requests will not be accepted for specialized units such as the Criminal Investigation Division (CID), Special Operations, or Crime Prevention. In most cases vacancies in these units will be appointed by the Chief of Police based on knowledge, skills, abilities and experience of officers as it relates to the position in question.
7. DGS-MCP will maintain a master transfer/shift change matrix.
8. Upon receipt of a transfer/shift change request headquarters will generate a letter to the employee acknowledging the receipt of the request.
9. Notification to the employee of any shift change/transfer will be announced through a Personnel Order (P/O).

#### C. Family Relationships

Employees related by blood or marriage may be assigned to the same detachment, facility, or work site unless such assignment would require one family member to be in a supervisory capacity over the other.